

<b>Job Title</b>	<b>Community Health Intern</b>
<b>Employer/ Agency</b>	<b>Bay Area Council on Drugs and Alcohol (BACODA)</b>
<b>Job Description</b>	Bay Area Council on Drugs and Alcohol plans to host community engagement and connectedness activities in all of our service areas including Matagorda/Wharton, Harris, Galveston, and Brazoria Counties. We are looking to bring on a person for each area that can coordinate and facilitate these activities. This role is high energy and requires strong engagement and outreach skill.
<b>Qualifications</b>	<p><b>Specific Duties</b> (including but are not limited to):</p> <ul style="list-style-type: none"> <li>▪ Assisting in planning, leading coordination efforts of assigned area projects</li> <li>▪ Conducts outreach to groups at risk, particularly in the target population.</li> <li>▪ Distributes and resupplies written and/or audio-visual information to the community, organizations/agencies, businesses, and other highly visible sites in the community.</li> <li>▪ Supervises activities of small groups of the target population during activities</li> <li>▪ Implements community activities that promote stress reduction and resilience</li> <li>▪ Collects community voice data to turn into coalition leaders as needed</li> <li>▪ Meets regularly with coalition and project staff to develop strategies for serving the community.</li> <li>▪ Completes all paperwork required for the position in the prescribed time.</li> <li>▪ Attends scheduled meetings and supervisory sessions.</li> <li>▪ Acts as a point of contact for initiatives and projects under the purview of the role.</li> <li>▪ Performs any other duties as required to successfully execute the implementation plan.</li> </ul> <p><b>Recommended Demonstratable Skills:</b></p> <ul style="list-style-type: none"> <li>▪ Comfort engaging multiple audiences and populations</li> <li>▪ Teaching and facilitation skills, including a knowledge of appropriate teaching materials for the target population</li> <li>▪ Willing to complete Mental Health First Aid training</li> <li>▪ Interest in public health and prevention</li> <li>▪ General understanding of the concept of social determinants of health</li> <li>▪ Outreach skills</li> <li>▪ Familiarity with referral possibilities and procedures</li> <li>▪ Event coordination</li> <li>▪ Strong organization</li> <li>▪ Dependability</li> <li>▪ Timeliness</li> </ul> <p><b>Preferred Minimum Qualifications</b></p> <p>Knowledge of community health issues and ability to engage the community in proactive health activities</p> <ul style="list-style-type: none"> <li>▪ Ability to effectively work with small groups and large crowds</li> <li>▪ Familiarity of working in remote office and/or multiple locations</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Proficiency working with Microsoft Office, Excel, Outlook, Visio, and Adobe Acrobat</li> <li>▪ Highly resourceful team-player</li> <li>▪ Excellent written and verbal communication skills including facilitation</li> </ul>
<b>Employer/Agency</b>	Bay Area Council on Drugs and Alcohol (BACODA)
<b>Address</b>	2947 E. Broadway Street, Ste 400
<b>City, State, Zip</b>	Pearland, Texas 77581
<b>Contact Person</b>	To submit resume or if you have questions regarding this position contact Sue Roberts at <a href="mailto:sue.roberts@bacoda.org">sue.roberts@bacoda.org</a> . Must fill out application available at <a href="http://www.bacoda.org">www.bacoda.org</a>
<b>Contact Title</b>	COO/HR
<b>Telephone Number</b>	For more information, please contact Sue Roberts at 1-800-510-3111
<b>Email Address</b>	<a href="mailto:sue.roberts@bacoda.org">sue.roberts@bacoda.org</a>
<b>Application Method</b>	<a href="https://www.bacoda.org/employment-opportunities">https://www.bacoda.org/employment-opportunities</a>
<b>Opening Date</b>	Immediate

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